

How to complete MHOAT Data Collections ^{V2}

Introduction

There has been an extensive review of the process of completing MHOAT Data Collections in CHIME that has resulted in significant changes to simplify this process

NSQHS



Governance for safety & quality in health service organisations

MH-OAT Data Collections

Intake MHOAT Data Collection

This should be created when a MHOAT enabled MH Service Request is ACCEPTED and there are no other MHOAT enabled MH Service Requests open. The Data Collection should be completed within 7 days of the Acceptance date.

Review MHOAT Data Collections

Review collections within ambulatory services are due every 13 weeks after acceptance until the last MHOAT enabled MH Service Request is closed.

The initial Review collection within acute inpatient services is due 35 days after acceptance. Subsequent reviews occur every 13 weeks.

The Data Collection should be completed any time from its creation to 7 days after the Due date.

Discharge MHOAT Data Collection

This is created when a MHOAT enabled MH Service Request is closed and there are no other MHOAT enabled MH Service Requests open. The Data Collection should be completed within 7 days of the discharge date.

Data Collections

- System generated Intake Collections are created and become Due the next day.
- System generated Review Collections are created 14 days before their Due date.
- System generated Discharge Collections are created when closing a service request and are Due immediately.
- User Initiated Intake and Review Collections are created and due immediately.

In general terms, assessment tools such as HoNOS can be administered from the Data Collection creation date until a maximum of 13 days after the collection Due Date. Nevertheless the assessment tools should be administered as close to the Collection Due date as possible, and preferably no later than 7 days after the Due Date.

Where there is more than one MH Service Request open, the MHOAT Review Collections are to be completed by the clinician providing the primary care. (MH Inpatient services Data Collections are entered into CHIME by the Administration Officer)

CHIME, Client 2 (Mr)

Address: Nash Street, WALLSEND, NSW, 2287, Australia Preferred Telecoms: Identifiers: (3)

Summary Client Info **Service Request** Reports CHIME SUPPORT

Details Allocations Phase Discharge Notes Assessment Laboratory Observations Care Plan Pharmacotherapies Drug Use Collections Financials Appointments

Service Requests

- CHIME SUPPORT TEAM MENTAL HEALTH (27-Feb-2017,8379)
- CHIME SUPPORT TEAM TEST (01-Nov-2016,8321122)

Appointments since 16-Mar-2017

Clinical Alerts

Find the MHOAT Data Collection

- > Open the client record
- > Pin the correct Service Request
- > Click on the Service Request Tab
- > Select **Collections**

Data Collections

Type	MDS Status	DC Status	Start Date/Time	Due Date/Time	Done Date/Time	Reason for Collection
Mental Health		Overdue		16-Mar-2017 11:24		Review - determined by clinical need

Type: Mental Health

DC Status: Overdue

Due Date/Time: 16-Mar-2017 11:24

Done Date/Time:

Reason for Collection: Review - determined by clinical need

Extracted Date/Time:

Protocol ID: 30964

Edit

The Mental Health Data Collection shares this list view with the client's other Data Collections including CHSP and CCSP

Highlight the required Mental Health Data Collection

Click on the **Edit** button

Mental Health - CHIME, Test 3 (898623) - Born:10-Jan-1995 (22y) - Female - UI/PMI:

Collection

Diagnoses

Other Period Data

Indicators

Assessment

Data Collection Details

Collection Status: Overdue Re-open

Comment: MultiLine...

Location:

Responsible Staff Member:

Program:

Service Delivery Setting: Ambulatory

Age Override: Edit

Due Date/Time: 16-Mar-2017 11:24

Done Date/Time:

Reason for Collection: Review - determined by clinical need

Extract Date/Time:

Diagnoses

Other Period Data

Indicators

Assessment Tools

This is the MHOAT Data Collection Wizard

Work through each of the tabs starting from the bottom tab

TIP: Use the small horizontal sliders on the left. Each section will close when another is selected

Click on Assessment

Assessment

Assessment Tools					
Tool	Ver	Assign	NFC	Non-collection Reason	Administered By
HoNOS	2.0	Assign	<input type="checkbox"/>		
Kessler-10 LM	2.5	Assign	<input type="checkbox"/>		
Life Skills Profile (LSP)	1.0	Assign	<input type="checkbox"/>		

The assessments required for the collection are listed within the Data Collection Wizard and they can be completed from here, if not already completed

Select the assessment to be completed

Click on **Assign**

Assessment ID	Name	Tool Status	Version	Service Request	Administered By	Administration Date/Time
7812090	HoNOS	Completed - finished	2.0	Test for Robin (03-Mar-2017,8373003)		15-Mar-2017 11:31
7801137	HoNOS	Completed - finished	2.0	Exp - MH IPU - Mater - NMHU (01-Mar-2017,8372703)		03-Mar-2017 11:58
7801099	HoNOS	Completed - finished	2.0	Exp - MH IPU - Mater - NMHU (01-Mar-2017,8372703)		01-Mar-2017 11:31

This will display Assessments that are already completed.

Click on an Assessment so it is highlighted and press **Select**

This will be added into the Data Collection

If there are NO Assessments displayed, it means there is not already one completed

Select **Add**

Assessment ID	Name	Service Request	Administered By	Administration Date/Time
<input type="button" value="Add"/> <input type="button" value="Refresh"/> <input type="button" value="Select"/> <input type="button" value="Cancel"/>				

Service Request List	
<div style="border: 1px solid gray; padding: 5px;"> <p>CHIME SUPPORT TEAM Test for Robin (03-Mar-2017, 8373003)</p> <p>Exp - MH - NCMHT Test in Real World for Robin (03-Mar-2017, 8372929)</p> <p>Exp - MH - NCMHT MH Issue (22-Feb-2017, 8366505)</p> <p>Exp - MH - NCMHT MH Issue (22-Feb-2017, 8366481)</p> </div>	
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

>Select the correct Service Request

> Select OK



When this pops up at the bottom of your screen, select **Open**

Kessler-10 LM
Version 2.5

Form
Help
Copyright
Print
Save
Close

Client and Assessment Tool Details

Client: CHIME, Test 3 (898623)

Service Request: CHIME SUPPORT TEAM Test for Robin (03-Mar-2017, 8373003)

Tool Status: Draft

Administered By:

CHIME Administrative Assistant

CHIME Support Team

Mode of Administration: Self report by client in paper format

Administration Date/Time: 31-Mar-2017 10:19

Tool Start Date: 31-Mar-2017 10:19

Last Updated By: On:

If you are the logged on user, your name will automatically populate into the **Administered By** field.

For MH Inpatient Units, the 'Administered By' field will need to be changed to reflect the name of the Service Provider (Clinician) that completed the assessment.

Click on the magnifying glass to search for another Clinician



The Administration Date/Time will automatically populate with the current Date and Time

If you are entering this information after the assessment has taken place, you must update the Administration Date/Time with the correct date and time of administration

1. In the last four weeks, about how often did you feel tired out for no good reason?	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 7
2. In the last four weeks, about how often did you feel nervous?	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 7
3. In the last four weeks, about how often did you feel so nervous that nothing could calm you down?	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 7
4. In the last four weeks, about how often did you feel hopeless?	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 7
5. In the last four weeks, about how often did you feel restless or fidgety?	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 7
6. In the last four weeks, about how often did you feel so restless you could not sit still?	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 7
7. In the last four weeks, about how often did you feel depressed?	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 7
8. In the last four weeks, about how often did you feel that everything was an effort?	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 7
9. In the last four weeks, about how often did you feel so sad that nothing could cheer you up?	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 7
10. In the last four weeks, about how often did you feel worthless?	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 7

Complete each question that is marked with

<p>Behavioural</p> <p>1. Problems resulting from overactive, aggressive, disruptive or agitated behaviour: <input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 7</p> <p>2. Suicidal thoughts or behaviour; non-accidental self-injury: <input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 7</p> <p>3. Problem drinking or drug-taking: <input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 7</p> <p style="text-align: right;">Sub Total for Behaviour (99)</p>	<p>When completing the HoNOS Assessment, a glossary can be viewed when you hover over each rating</p>
<p style="text-align: center;"> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </p>	<p>Once all mandatory fields are completed, select Save</p>
<p>Symptomatic</p> <p>6. Problems associated with hallucinations and delusions: <input checked="" type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 7</p> <p>7. Problems with depressed mood: <input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 7</p> <p>8. Other n</p> <p>8a. Specify</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>Save Assessment</p> <p>The assessment will be saved as 'Completed' and as a result no further changes can be made. Do you wish to proceed?</p> <p style="text-align: center;"> <input type="button" value="Yes"/> <input type="button" value="No"/> </p> </div> <p>Social P</p> <p>9. Problems making supportive social relationships: <input type="radio"/> 0 <input checked="" type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 7</p> <p>10. Problems associated with daily living; overall disability: <input type="radio"/> 0 <input type="radio"/> 1 <input checked="" type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 7</p> <p>11. Problems with living conditions: <input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 7</p> <p>12. Problems with occupation and activities: <input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input checked="" type="radio"/> 4 <input type="radio"/> 7</p> <p style="text-align: right;">Sub Total for Social Problems (10)</p> <p style="text-align: right;">Total (items 1-10) Score: (13)</p>	<p>Once you have clicked Save this message appears click YES</p>
<p>HoNOS Version 2.0</p> <p>Form Help Copyright Print Close</p> <p>Client Name: CHIME, Test 3 (898623)</p> <p>Date of Birth: 10-Jan-1995 Sex: Female</p> <p>Service Request: CHIME SUPPORT TEAM Test for Robin (03-Mar-2017, 8373003)</p> <p>Date of Administration: 31-Mar-2017 10:26</p>	<p>Select Close to return to the MHOAT Data Collection</p>

Select Assessment

Assessment ID	Name	Service Request	Administered By	Administration Date/Time	
7123023	HoNOS	Completed - finished	2.0	Margaret (23-May-2014,7864130)	PARKER, Robin (Mr) (23-May-2014 14:06

Add Refresh Select Cancel

Click the **Refresh** button so the Assessment you just completed will appear in the list

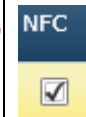
Highlight the Assessment and click on **Select**

Assessment Tools

Tool	Ver	Assign	NFC	Non-collection Reason	Administered By	Administration Date/Time	Service Request
Kessler-10 LM	2.5	Assign	<input checked="" type="checkbox"/>	Not complete - temporary contraindication (self report only)			
Life Skills Profile (LSP)	1.0	Assign	<input type="checkbox"/>	Not complete - general exclusion (self report only)			
				Not complete - client refusal (self report only)			
				Not complete - for reason not elsewhere classified			

Go to Top

Non – Collection of Consumer Self Reports (K-10 and SDQ)



When the self-report has not been completed by the consumer:

1. Tick the box in the Not for Collection (**NFC**) column for the correct highlighted Assessment
2. In the **Non-collection** Reason field, select the applicable reason (i.e. Not complete – for reason not elsewhere classified)

Assessment Tools

Tool	Ver	Assign	NFC	Non-collection Reason	Administered By	Administration Date/Time	Service Request
HoNOS	2.0	Assign	<input type="checkbox"/>		PARKER, Robin (Mr) (10526)	23-May-2014 14:06	Exp - MH - HV_CMHT Margaret (23-May-2014, 7864130)
Kessler-10 LM	2.5	Assign	<input checked="" type="checkbox"/>	Not complete - temporary			
Life Skills Profile (LSP)	1.0	Assign	<input type="checkbox"/>		PARKER, Robin (Mr) (10526)	23-May-2014 14:11	Exp - MH - HV_CMHT Margaret (23-May-2014, 7864130)

This is a view of a completed Assessment tab

Collection Data Collection Details

Diagnoses Diagnoses

Other Period Data Other Period Data

Indicators Indicators

Assessment

Previous Specialised Treatment

No previous specialised mental health treatment

Previous specialised treatment not stated or missing

Previous specialised treatment unable to rate

Early Psychosis Intervention Eligibility

Yes the person is experiencing a possible or definite psychotic illness within 2 years of their first registration with a specialist mental health service for this problem.

No - the person does not meet early psychosis intervention criteria

Unable to rate

Not Stated/Missing

Click on **Indicators** tab

Indicators

These items are required to be completed for all collections:

1. Previous Specialist Treatment
2. Early Psychosis Intervention Eligibility

NB. There is only ONE answer required for both questions

Collection Data Collection Details

Diagnoses Diagnoses

Other Period Data Other Period Data

Indicators

Assessment

Phase of Care

Involuntary

Never Involuntary

Indicators

Assessment To

Acute

Functional gain

Intensive extended

Consolidating gain

Assessment only

Click on the **Other Period Data** tab

Other Period Data

To be completed for Intake, Review and Discharge collections

1. Phase of Care – choose the appropriate value
2. Mental Health Legal Status – Involuntary or Never Involuntary

Involuntary

Never Involuntary

Click on **Diagnosis** tab

Diagnoses

To be completed for Intake, Review and Discharge collections

It is **mandatory** to enter a Mental Health Principal Diagnosis
Two additional Diagnoses can also be added

Click **Assign**

Pin the SR to see which Diagnoses are linked to it

Choose:
Select Diagnosis to assign one of the Diagnoses displayed or
Add Diagnosis to enter a different Diagnosis

Click on the Collection tab

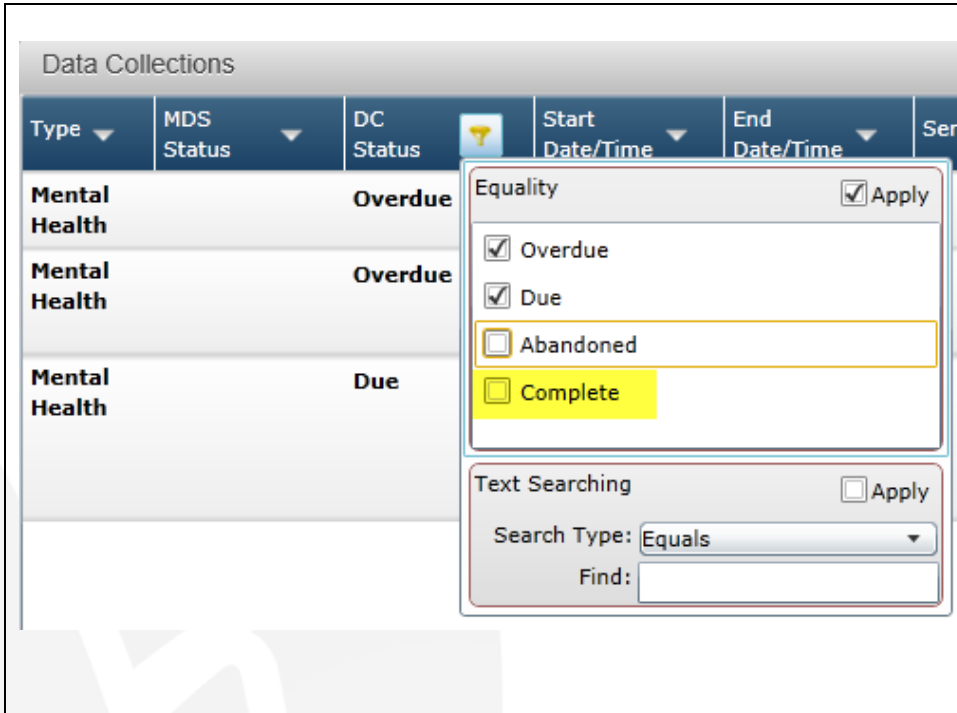
Collection

Complete the Location (where you are working)

Change the **Collection Status** to Complete

Save and Close

Save



The screenshot shows a table titled "Data Collections" with columns: Type, MDS Status, DC Status, Start Date/Time, End Date/Time, and Serv. The table contains three rows, all with "Mental Health" in the Type column. The DC Status column shows "Overdue", "Overdue", and "Due". A filter dialog box is open over the DC Status column, showing an "Equality" filter with checkboxes for "Overdue", "Due", "Abandoned", and "Complete". The "Complete" checkbox is selected and highlighted in yellow. Below the Equality filter is a "Text Searching" section with a "Search Type" dropdown set to "Equals" and a "Find:" input field.

Type	MDS Status	DC Status	Start Date/Time	End Date/Time	Serv
Mental Health		Overdue			
Mental Health		Overdue			
Mental Health		Due			

If you have completed the Data Collection it will be filtered out of the view in the Data Collections node

Only Open, Due and Overdue Mental Health Data Collections will be displayed

To see the Completed Data Collections use the filter on the **DC Status** to view all collections

The DC Status view filter needs to include **Complete** in order to view completed Mental Health Data Collections